

Freedom of Information Act (FOIA)

DMB-Purchasing Operations Request Form

This form should be used for requests for Purchasing Operations documents only.



DATE REQUESTED:	BUYER (if known):
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INFORMATION REQUESTED FOR THE FOLLOWING:

INVITATION TO BID (ITB) # 0711	CONTRACT # 071B	PURCHASE ORDER #
PROJECT DESCRIPTION:		

SEE DOCUMENT DEFINITIONS SHEET FOR EXPLANATIONS OF ITEM (S) REQUESTED

REQUESTED ITEMS	OTHER ITEMS
<input type="checkbox"/> The winning vendor Price and Technical Proposal <input type="checkbox"/> Pricing Only <input type="checkbox"/> Technical Only	<input type="checkbox"/> Copy of Contract and Change Orders
<input type="checkbox"/> Specific Vendor Price and Technical Proposal (insert vendor name in 'Other' space below) <input type="checkbox"/> Pricing Only <input type="checkbox"/> Technical Only	<input type="checkbox"/> Joint Evaluation Committee/Synopsis Evaluation
<input type="checkbox"/> Other:	<input type="checkbox"/> Administrative Board Bid Tabulation
These options may allow for a quicker and less costly response than hard copy. Check all you prefer and will accept. (Provided only if available.) <input type="checkbox"/> Electronic (e-mail) copies preferred. <input type="checkbox"/> CD copies preferred.	<input type="checkbox"/> Remarks:

REQUESTOR INFORMATION (Required except for fax number and email address)

Name of Requestor	Company Name
Mailing Address (Use street address)	Phone: Fax: Email Address:

Instructions: Download and complete the above form with all information that pertains to your request. Your request can be submitted via email to DMB-PurchFOIA@michigan.gov; by fax to FOIA Coordinator 517-335-0046; or by mail to FOIA Coordinator, DMB-Purchasing Operations, 2nd Floor, Mason Building, P.O. Box 30026, Lansing MI 48909. For further information, contact Mike Bliss at 517-335-6544 or DMB-PurchFOIA@michigan.gov.

For Purchasing Operations Office Use Only

Receipt Date: _____ Response Due Date: _____ Extension Due Date: _____ Invoice Total \$ _____

Freedom of Information Act Document Definitions

General Information	<p>FOIA is the process whereby you obtain non-exempt public information. The more complete your application the more efficient we can respond to you. By reading the document definitions below you will be better able to pinpoint those documents you truly need. There may be a cost involved in processing your request. Our current billing procedure is as follows.</p> <p>Cost less than \$10.00: Send records at no charge</p> <p>Cost between \$10 - \$50: Send records with invoice</p> <p>Cost greater \$50: Request 50% deposit before processing. Require balance before sending records.</p>
Invitation to Bid (ITB)	The State's request for a proposal bid or quote. The ITB includes all the State's standards terms and conditions. Active bids which include the standard terms and conditions are available under Bids and Proposals at http://www.michigan.gov/buymichiganfirst .
<p>The vendor Price Proposal</p> <p>The vendor Technical Proposal</p> <p>Specific Price and/or Technical Proposals (responses from only the vendors listed)</p>	<p>Price response received from the vendor. What the State of Michigan will pay for the services or products requested.</p> <p>Technical response received from the vendor. How the vendor will meet or perform the requirements of the proposal. Does not include the pricing.</p> <p>Responses received from those vendors indicated.</p>
Contract and All Change Orders	A legally binding agreement between the State and a vendor to purchase goods or services at an agreed upon price, along with any contract modifications issued since contract execution. This usually includes key components of the vendor's proposal including pricing.
Joint Evaluation Committee/Synopsis Evaluation	Final synopsis document prepared and agreed to by the committee that evaluated all proposals and made the award recommendation. This document usually includes a list of bidders and their total bid prices and typically offers a detailed summary of the reasons surrounding the award decision.
Administrative Board Bid Tabulation	Document prepared for the State Administrative Board that summarizes the process used in determining the award recommendation. This document typically includes a list of bidders and their total bid prices, brief summary of the reasons surrounding the award decision, details of negotiations, if applicable, and other information for the consideration of the Board.